

Payroll calendar

In this guided practice, you will learn how to:

- add a payroll calendar and
- view and update a payroll calendar.

Adding a payroll calendar

- 1) Navigate to the *View/Update Payroll Calendar* window.

The *View/Update Payroll Calendar* window appears.


- 2) Click the **Pay Frequency** pull-down field. A list of pre-defined options appears.

The screenshot shows the MTRS (Massachusetts Teachers' Retirement System) interface. At the top, the MTRS logo and name are displayed. Below the logo, the navigation path is shown: Home » Employer Management » View/Update Payroll Calendar. A tab labeled "Payroll Calendar" is active. The employer is identified as "9005 GOTHAM PUBLIC SCHOOLS". The main section is titled "Payroll Calendar". Under this title, there is a "Pay Frequency:" label and a dropdown menu. The dropdown menu is open, showing a list of options: 10-Monthly, 12-Monthly, 20-Semi-Monthly, 24-Semi-Monthly, 21-Bi-Weekly, 22-Bi-Weekly, 23-Bi-Weekly, 25-Bi-Weekly, 26-Bi-Weekly (which is highlighted), 27-Bi-Weekly, 37-Weekly, 38-Weekly, 40-Weekly, 41-Weekly, 42-Weekly, 43-Weekly, 44-Weekly, 52-Weekly, and 53-Weekly. To the right of the dropdown menu, there are four buttons: "Add", "Delete", "Save", and "Reset".

- 3) Select the appropriate **Pay Frequency** for the payroll (e.g., 26-Bi-Weekly).

Note If a payroll calendar already exists for the selected pay frequency, it will appear on the window after you choose the corresponding pay frequency.

In the example below, a calendar already exists for the payroll period Jan 1, 2010 - Dec 31, 2010 (with a 26-Bi-Weekly pay frequency), so the calendar has displayed on the window.


MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

[Home](#) » [Employer Management](#) » [View/Update Payroll Calendar](#)

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: Jan 1, 2010 - Dec 31, 2010
 Add
Delete

Start Date: 01/01/2010

Stop Date: 12/31/2010


Payroll Cycles

Add
 Delete
 Generate

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/07/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/21/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/04/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/18/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/04/2010	<input type="checkbox"/>

- 4) Click **Add** to create a new calendar for a new payroll period.


MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

[Home](#) » [Employer Management](#) » [View/Update Payroll Calendar](#)


Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: Jan 1, 2010 - Dec 31, 2010



AddDelete

Start Date: 01/01/2010 *
 Stop Date: 12/31/2010 *

Payroll Cycles

AddDeleteGenerate

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/07/2010 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/21/2010 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/04/2010 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/18/2010 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/04/2010 *	<input type="checkbox"/>

The *Payroll Calendar* window refreshes with a blank Start Date and Stop Date (shown in yellow below).

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » View/Update Payroll Calendar

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly
 Payroll Period: - current [Add] [Delete]

Start Date: / / * Stop Date: / / *

Payroll Cycles

[Add] [Delete] [Generate]

Controls
 Active Select ☐ Pay Date ▲ Summer Pay Date

[Save] [Reset]

* Denotes Required Field

- 5) Enter the **Start Date** for the payroll calendar by either clicking on the calendar icon or entering the date directly into the field using the format MM/DD/YYYY (e.g., 01/01/2011).

Payroll Calendar

Pay Frequency: 26-Bi-Weekly
 Payroll Period: - current [Add] [Delete]

Start Date: 01/01/2011 * Stop Date: / / *

- 6) Enter the **Stop Date** for the payroll calendar (e.g., 12/31/2011).

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: - current

Start Date: 01/01/2011 *

Stop Date: 12/31/2011 *

Note Please establish payroll calendars on a calendar year basis. Calendars established on a fiscal basis could share partial months and create a logical problem. Your calendar does not represent your expected contract year.

- 7) Click **Generate** in the Payroll Cycles section. The *Generate* pop-up window appears.

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » View/Update Payroll Calendar

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: - current

Start Date: / / *

Stop Date: / / *

Payroll Cycles

Active ☐ Pay Date ▲ Summer Pay Date

* Denotes Required Field

Note If you wish to change all of the dates in your calendar, the **Generate** function can be used to reset all of your dates in a calendar simultaneously.

Note Only the yellow fields are required.

- 8) Enter the **First Pay Date** in the *Generate* pop-up window. This pay date should be the first for your district in the calendar year.

The screenshot shows a 'Payroll Cycles' window with a 'Generate' button. A pop-up window titled 'Generate' is open, showing the following fields: 'Pay Frequency: Monthly', 'First Pay Date: 01/31/2010' (highlighted in yellow), 'Second Pay Date: / /', 'Last Pay Date: 12/31/2010', and '# of Periods:'. There are calendar icons next to the date fields. At the bottom of the pop-up are 'OK' and 'Cancel' buttons. The background window also has 'Add', 'Delete', and 'Generate' buttons, and a 'Controls' section with 'Active' and 'Select' options.

Note The **Last Pay Date** will automatically fill based on your calendar **Stop Date**. However, if the inserted date is not a logical pay date, MyTRS will **not** insert that date as the last pay date in your calendar.

Note If this payroll calendar is for a **semi-monthly** pay frequency, enter the **Second Pay Date** in the *Generate* pop-up window.

- 9) Click **OK**.

MyTRS automatically generates pay dates for the payroll calendar based on the entered pay frequency and date range.

Payroll Cycles

+

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input checked="" type="radio"/>	<input type="checkbox"/>	01/06/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/20/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/03/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/17/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/03/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/17/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/31/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/14/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/28/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/12/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/26/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/09/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/23/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/07/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/21/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	08/04/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	08/18/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/01/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/15/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/29/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/13/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/27/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/10/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/24/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/08/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/22/2011 *	<input type="checkbox"/>

Marking summer pay dates

Summer pay dates tell the MTRS which dates are the extra dates in a lump-sum (balloon) payment and, consequently, dates for which the MTRS will not anticipate a deduction record (for employees on a lump-sum pay schedule) during the summer months. Some employers do not pay out with a balloon option and do not require summer dates to be checked.

Note The lump-sum/balloon pay date itself should not be checked.

- 1) Mark any **Summer Pay Date(s)**.

Payroll Cycles

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input type="checkbox"/>	<input type="checkbox"/>	01/06/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	01/20/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02/03/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02/17/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	03/03/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	03/17/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	03/31/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	04/14/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	04/28/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	05/12/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	05/26/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	06/09/2011 *	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/23/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	07/07/2011 *	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	07/21/2011 *	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	08/04/2011 *	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	08/18/2011 *	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	09/01/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	09/15/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	09/29/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10/13/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10/27/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11/10/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11/24/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2011 *	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12/22/2011 *	<input type="checkbox"/>

* Denotes Required Field

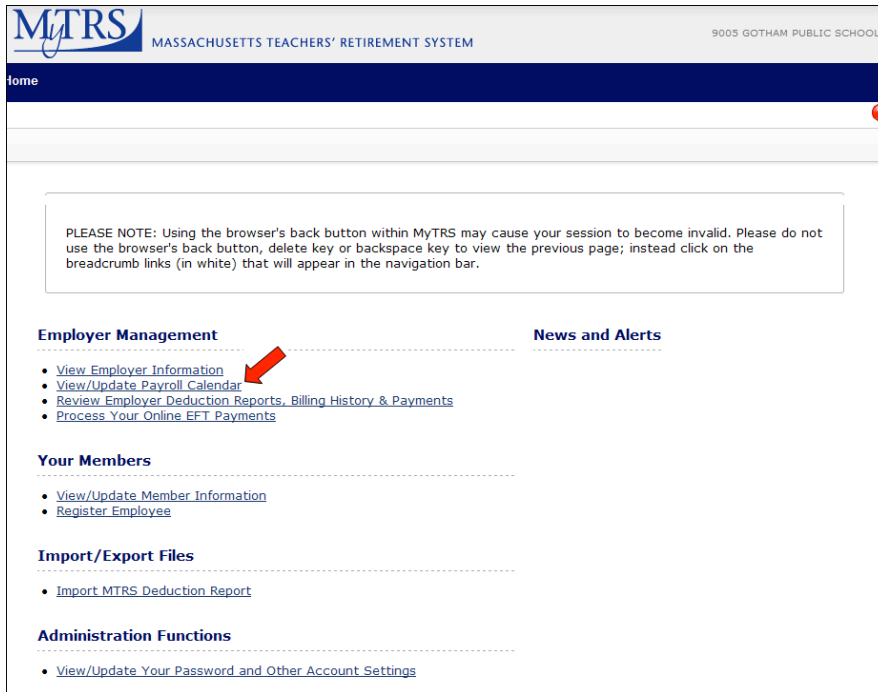
- 2) Click **Save**.

To update the generated pay dates, refer to the [Viewing and updating a payroll calendar](#) exercise.

You have completed adding a payroll calendar.

Viewing and updating a payroll calendar

- 1) Log in to MyTRS.
- 2) Click **View/Update Payroll Calendar** to open the *Payroll Calendar* window.



The screenshot shows the MyTRS homepage for 9005 GOTHAM PUBLIC SCHOOLS. The page has a dark blue header with the MTRS logo and a 'home' link. Below the header is a navigation bar with a red arrow pointing to the 'View/Update Payroll Calendar' link under the 'Employer Management' section. A note box at the top states: 'PLEASE NOTE: Using the browser's back button within MyTRS may cause your session to become invalid. Please do not use the browser's back button, delete key or backspace key to view the previous page; instead click on the breadcrumb links (in white) that will appear in the navigation bar.'

Employer Management

- [View Employer Information](#)
- [View/Update Payroll Calendar](#)
- [Review Employer Deduction Reports, Billing History & Payments](#)
- [Process Your Online EFT Payments](#)

News and Alerts

Your Members

- [View/Update Member Information](#)
- [Register Employee](#)

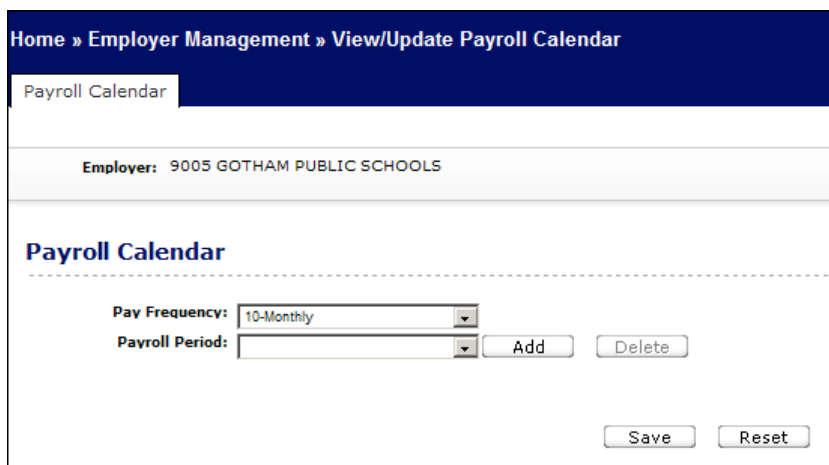
Import/Export Files

- [Import MTRS Deduction Report](#)

Administration Functions

- [View/Update Your Password and Other Account Settings](#)

The *Payroll Calendar* window appears, displaying the Payroll Calendar section.



The screenshot shows the 'Payroll Calendar' window. The breadcrumb trail at the top reads: 'Home » Employer Management » View/Update Payroll Calendar'. Below this is a dark blue header with the text 'Payroll Calendar'. The employer is listed as '9005 GOTHAM PUBLIC SCHOOLS'. The 'Payroll Calendar' section contains a 'Pay Frequency' dropdown menu set to '10-Monthly', a 'Payroll Period' dropdown menu, and buttons for 'Add', 'Delete', 'Save', and 'Reset'.

Home » Employer Management » View/Update Payroll Calendar

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 10-Monthly

Payroll Period: [Dropdown]

Add Delete

Save Reset

- 3) Select the existing calendar's **Pay Frequency** from the pull-down field (e.g., 26-Bi-Weekly).

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » View/Update Payroll Calendar

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 10-Monthly


Payroll Period:

- 10-Monthly
- 12-Monthly
- 20-Semi-Monthly
- 24-Semi-Monthly
- 21-Bi-Weekly
- 22-Bi-Weekly
- 23-Bi-Weekly
- 25-Bi-Weekly
- 26-Bi-Weekly**
- 27-Bi-Weekly
- 37-Weekly
- 38-Weekly
- 40-Weekly
- 41-Weekly
- 42-Weekly
- 43-Weekly
- 44-Weekly
- 52-Weekly
- 53-Weekly

Add Delete

Save Reset

If an existing payroll calendar exists for the selected **Pay Frequency**, that calendar will appear in the window.


MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

[Home](#) » [Employer Management](#) » [View/Update Payroll Calendar](#)

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: Jan 1, 2010 - Dec 31, 2010
 Add
Delete

Start Date: 01/01/2010

Stop Date: 12/31/2010


Payroll Cycles

Add
 Delete
 Generate

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/07/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/21/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/04/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/18/2010	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/04/2010	<input type="checkbox"/>

- 4) To review and update an existing calendar, select the calendar's **Payroll Period** from the pull-down field (e.g., Jan 1, 2010-Dec 31, 2010).


MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

[Home](#) » [Employer Management](#) » [View/Update Payroll Calendar](#)

Payroll Calendar

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: Jan 1, 2011 - Dec 31, 2011

Start Date: Jan 1, 2010 - Dec 31, 2010

Jan 1, 2010 - Dec 31, 2010

01/01/2011

Stop Date: 12/31/2011 *

12/31/2011

Payroll Cycles

Controls

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/06/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/20/2011 *	<input type="checkbox"/>

The Payroll Calendar and Payroll Cycles sections for the selected calendar period appear.

Payroll Calendar

Pay Frequency:

Payroll Period:

Start Date: * Stop Date: *

Payroll Cycles

Controls		Sort	View Row	Records	Print	Export
Active	Select	Pay Date	Summer Pay Date			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/06/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	01/20/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	02/03/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	02/17/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	03/03/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	03/17/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	03/31/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	04/14/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	04/28/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	05/12/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	05/26/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	06/09/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	06/23/2011 * <input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>			
<input type="checkbox"/>	<input type="checkbox"/>	07/07/2011 * <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	07/21/2011 * <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	08/04/2011 * <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	08/18/2011 * <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	09/01/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	09/15/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	09/29/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	10/13/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	10/27/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	11/10/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	11/24/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	12/22/2011 * <input type="button" value="Calendar"/>	<input type="checkbox"/>			

Use the steps in the following sections to update the payroll calendar. Make sure to **Save** the calendar after completing all your changes.

Changing a pay date

Note If you wish to change all of the dates in your calendar, the **Generate** function can be used to reset all of your dates in a calendar simultaneously. If you use the Generate function to replace your dates, please make sure to first delete the existing dates.

- 1) Click the radio button next to the date you would like to change.

Payroll Cycles

Buttons: Add, Delete, Generate

Controls: Sort, View Row, Records, Print, Export

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/06/2011 *	<input type="checkbox"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	01/20/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/03/2011 *	<input type="checkbox"/>

- 2) Overwrite the **Pay Date** or use the calendar icon to choose a different date.

Payroll Cycles

Buttons: Add, Delete, Generate

Controls: Sort, View Row, Records, Print, Export

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/06/2011 *	<input type="checkbox"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	01/20/2011 *	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/26/2011 *	<input type="checkbox"/>

Calendar Pop-up: January, 2011

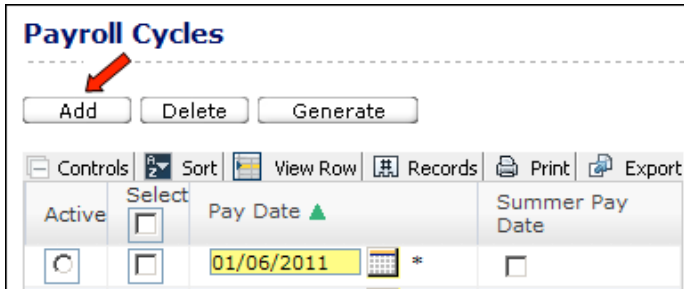
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
51							1
52	2	3	4	5	6	7	8
1	9	10	11	12	13	14	15
2	16	17	18	19	20	21	22
3	23	24	25	26	27	28	29
4	30	31					

Select date

- 3) Click **Save** after all modifications to the payroll calendar are complete.

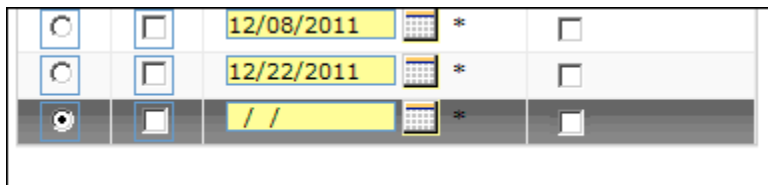
Adding a pay date

- 1) Click **Add**.



The screenshot shows the 'Payroll Cycles' form. At the top, there are three buttons: 'Add', 'Delete', and 'Generate'. A red arrow points to the 'Add' button. Below the buttons is a toolbar with icons for 'Controls', 'Sort', 'View Row', 'Records', 'Print', and 'Export'. The main table has columns: 'Active', 'Select', 'Pay Date', and 'Summer Pay Date'. The first row shows a date of '01/06/2011' and a 'Summer Pay Date' checkbox.

A new line is added to the bottom of the payroll cycle.



The screenshot shows the 'Payroll Cycles' table with three rows. The first two rows have dates '12/08/2011' and '12/22/2011'. The third row is highlighted and contains a blank date field with a calendar icon and an asterisk, indicating it is a required field.

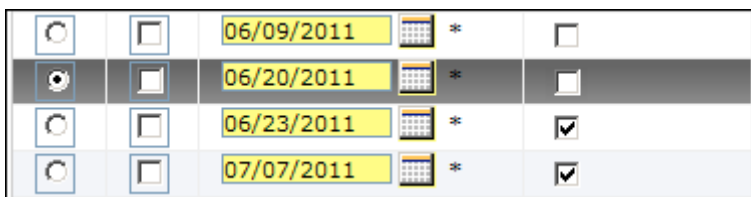
Note If your calendar spans two pages you will have to scroll to the last page to find this blank line.

- 2) Enter the new pay date on the new line.



The screenshot shows the 'Payroll Cycles' table with three rows. The first two rows have dates '12/08/2011' and '12/22/2011'. The third row is highlighted and contains the date '06/20/2011'. Below the table, there are 'Save' and 'Reset' buttons. A red arrow points to the 'Save' button. A note at the bottom left states: '* Denotes Required Field'.

- 3) Click **Save** after all modifications to the payroll calendar are complete. Any added dates will appear in chronological order after you save.



The screenshot shows the 'Payroll Cycles' table with four rows. The dates are now in chronological order: '06/09/2011', '06/20/2011', '06/23/2011', and '07/07/2011'. The first two rows are highlighted. The 'Summer Pay Date' checkbox is checked for the last two rows.

Deleting Pay Dates

- 1) Click the **Select** checkboxes for dates to delete.

Payroll Cycles

Buttons: Add, Delete, Generate

Controls: Sort, View Row, Records, Print, Export

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/06/2011	<input type="checkbox"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	01/07/2011	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/20/2011	<input type="checkbox"/>

- 2) Click **Delete**. When the pop-up window below appears, click **OK**.

Message from webpage

? You are about to delete this record.
Are you sure?

Buttons: OK, Cancel

- 3) Click **Save** after all modifications to the payroll calendar are complete.

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	12/08/2011	<input type="checkbox"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	12/22/2011	<input type="checkbox"/>

Buttons: Save, Reset

See the [Creating a payroll calendar](#) exercise for instructions on marking summer pay dates.

You have completed this guided practice.